

Monroe 2-Orleans BOCES Policy
Series 5000 – Personnel
Policy #5321 – WORKPLACE VIOLENCE PREVENTION

Monroe 2-Orleans BOCES is committed to the safety and security of employees by prohibiting workplace violence. The goal of this statement is to promote the safety and well-being of all employees in the workplace.

All employees are responsible for helping to create an environment of mutual respect by following all policies, procedures, and practices, and for assisting in maintaining a safe and secure work environment. Acts of workplace violence against any employee, where any work-related duty is performed, will be thoroughly investigated and appropriate action will be taken, including involving law enforcement authorities when warranted.

Workplace Violence is defined as any physical assault or act of aggressive behavior occurring where a public employee performs any work-related duty in the course of employment including but not limited to an attempt or threat, whether verbal or physical, to inflict physical injury upon an employee; any intentional display of force which would give an employee reason to fear or expect bodily harm; intentional and wrongful physical contact with a person without consent that entails some injury; or stalking an employee with the intent of causing fear of material harm to the physical safety and health of such employee when such stalking has arisen through and in the course of employment.

BOCES will evaluate the risk of violence in its workplaces to determine the presence of factors that may place employees at risk of occupational assaults or homicide. BOCES will create a written workplace violence prevention program in accordance with New York State Law and Regulations. The written workplace violence prevention program document will be accessible for viewing and copying at the Assistant Superintendent for Human Resources office at the ESC building.

Employees will be informed of any risk factors in their workplace environment and the measures that can be used for protection from the identified risk.

All employees will participate in the annual Workplace Violence Prevention Training Program. All incidents of violence or threatening behavior will be responded to immediately upon notification.

All employees are responsible for notifying the contact person designated below of any violent incident or threatening behavior by completing a workplace violence report form. The designated Contact Person to receive the completed form is Karen M. Brown, Esq., Assistant Superintendent for Human Resources who can be reached at 585-352-2420, kbrown@monroe2boces.org.

Adopted: 2/14/2024